

Attached Receipts Here

GREAT NECK MIDDLE SCHOOL PTA

REQUEST FOR DISBURSEMENT OF FUNDS

DATE _____

PERSON REQUESTING DISBURSEMENT _____

CHECK TO BE MADE PAYABLE TO _____

CHECK TO BE: MAILED OR PLACED IN COMMITTEE FOLDER
(Circle one) Please note: if check is to be mailed, please attach a
stamp, self-addressed envelope to your request. Thank you!

AMOUNT OF THE CHECK _____

SPECIAL INSTRUCTIONS? _____

ACCOUNT(S) TO BE CHARGED _____

IS IT A BUDGETED DISBURSEMENT?

IF NOT, DATE APPROVED BY GENERAL MEMBERSHIP _____

SIGNATURE _____ PHONE# _____

APPROVAL OF COMMITTEE CHAIRPERSON/
PTA PRESIDENT _____

CHECK# _____ DATE CHECK ISSUED _____

SIGNATURE OF TREASURER _____